CAB, CourseTools, Canvas and Self Service Banner support the first two weeks of classes, “Shopping”

Catherine Zabriskie - 2019-02-04 - Comments (0) - coursetools.brown.edu

CAB, CourseTools, Canvas and Self Service Banner are used by faculty, students and staff to support the first two weeks of classes, or “Shopping.”
- Faculty upload syllabi to be viewed by students and advisors using CourseTools.
- Students review syllabi and access Canvas course sites using CAB.
- Faculty give assignments or use other Canvas tools to determine which students should participate in their course using Canvas.
- Faculty communicate with prospective* and registered students using Self Service Banner.

* Starting one week before the first day of classes and ending two weeks after the first day of classes, “shopping period,” students that have shown an interest in a course by placing it in their primary shopping cart in Courses@Brown (cab.brown.edu) are considered “prospective students.”

<table>
<thead>
<tr>
<th>Platform</th>
<th>Self Service Banner, SSB</th>
<th>CAB</th>
<th>Course Tools</th>
<th>Canvas</th>
</tr>
</thead>
<tbody>
<tr>
<td>What do you need to do?</td>
<td>Email registered students, prospective* students or both.</td>
<td>Faculty use course email from class lists, Self Service Banner</td>
<td>CAB displays up-to-date enrollment #s.</td>
<td>Canvas people tool displays names.</td>
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<tr>
<td>View list of prospective* students.</td>
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<tr>
<td>Communicate with registered students throughout the semester</td>
<td>Faculty use Banner course email from Self Service Banner Class List page and directly.</td>
<td></td>
<td>Canvas sends internal messages; but students can opt out of notifications &amp; need to be instructed to look within Canvas or to change settings.</td>
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<tr>
<td>Request Course Tools.</td>
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<td>Faculty (Staff) CourseTools.</td>
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</tr>
<tr>
<td>Upload course syllabus to support “shopping.”</td>
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<td>Faculty (Staff) upload-CourseTools.</td>
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<tr>
<td>Replace or remove course syllabus displayed in CAB.</td>
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<td>Faculty (Staff) CourseTools.</td>
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</tbody>
</table>
**Access course syllabi.**
Fac, staff, & students use CAB.

**Access current course syllabus for enrolled students.**
Registered students go to Canvas sites.

**Register for courses.**
Students DROP & change Grade Options in SSB.

Students access Canvas course materials during shopping period.
CAB displays link to Canvas sites for registered & prospective* students.

Faculty use Canvas tools during shopping period.
Registered & prospective* students access materials in Canvas sites.

Enter midterm & final grades.
Faculty input grades-Banner.

Generate & use Course Override Codes
Students enter override codes in CAB.

**Table on google drive for printing.**

**Information about Prospective Students**

**First Two Weeks of Classes (Shopping Period) and Canvas Course Access**

**Class Communications**

**Publishing your Syllabus to Canvas**